

SARABJEET KAUR

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CAREER OBJECTIVE

To Work in a dynamic environment that provides me a wide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency.

EDUCATIONAL QUALIFICATION

B.com(P)	Graduate from SOL, DU
Class XII	in 2016 from CBSE board
Class X	in 2014 from CBSE Board

WORK EXPERIENCE

Currently worked as Accountant in Continental Cargo care Private limited, New Delhi.

Software knowledge includes:

- ☐ Tally erp9 & Tally Prime
- ☐ Busy
- ☐ Zoho Books
- ☐ Quick books
- ☐ Compu-Tax for Income Tax & TDS

Responsibilities includes:-

- ☐ Book-keeping & maintainance of accounts includes bank reconcillations, expenses, petty cash, accounts receivables & accounts payable
- ☐ Accounting with GST includes analyses & reconcillations of Debtor & creditors.
- ☐ Analyses of any disperncies in accounts & statutory reports.
- ☐ Timely calculation of GST/TDS & filing of statutory compliances (GST, TDS & Income Tax) .
- ☐ Vouching of Various Books like sales book, purchase book, Cash Book, Journal Book etc.
- ☐ Handling books upto Finalisation in case of Individual, Partnership Firm & Companies (Trading A/c, Profit & Loss A/c & Balance Sheet).
- ☐ Maintaining Billing of In-house accounts using Zoho books & Quick books online billing softwares & Creditors Controlling.
- ☐ Experience in Handling E-commerce Accounts in tally erp9 for eg: Amazon Sales, Flipkart sales & india mart sales.
- ☐ Experience in Foreign remmittances & co-ordination with banks.
- ☐ Well-Versed with Internet Banking Operations & Payment of Taxes.

JOB EXPERIENCE

- ☐ **FROM MAR 2021 TO TILL NOW:**
Currently Working as Sr. Accounts & Finance Executive at Continental Cargocare private limited (Freight forwarding agency), 252,F-8 Sant Nagar,East of Kailash, New Delhi-110065.
- ☐ **FROM AUGUST 2020 TO MAR 2021:**
Working as Accounts & Finance Executive at Topfilings India Private limited, Hemkunt colony, Greater Kailash, New Delhi-110048
- ☐ **FROM NOVEMBER' 2019 TO MARCH'2020:**
4.5 months from working experience as Accountant & Finance Executive at Vipul Baranwal & Associates, Greater kailash,New Delhi-110019.
- ☐ **FROM NOVEMBER'2017 TO OCTOBER'2019:**
2 years working experience as Accounts & Finance executive at ARC & Associates Chartered Accountants at Kalkaji, Nehru Place, New Delhi-110019.
- ☐ **FROM APRIL'2017 TO OCTOBER'2017:**
7 month working experience as Accounts trainee at Aggarwal & Associates.

COMPUTER PROFICIENCY

- ☐ Accustomed to working in a Computerized LAN enabled Environment.
- ☐ Conversant in MS Office & Windows.
- ☐ Familiar with Internet Operations.
- ☐ Exposure to various Accounting Packages viz. Tally, and ERP etc.

COMMUNICATION SKILLS

S.No.	Language Known	Read	Write	Speak
1	Hindi	Yes	Yes	Yes
2	English	Yes	Yes	Yes
3	Punjabi	Yes	Yes	Yes

PERSONAL INFORMATION

- Date of Birth: 25th Apr,1998
- Father's Name: Mr.Satvir Singh
- Present Address: RZ-1/4,Tughlakabad
Extension,New Delhi-110019

HOBBIES

Listening to music & playing badminton.

PERSONAL ASSETS

Quick Learning, Adaptability, Loyalty are my greatest asset My strength may be marked with three words:-

- Integrity
- Innovation
- Initiative

These are the three mantras with which I work.

PLACE: NEW DELHI

DATED: 05th April 2022